

Adopted: September 2001 , Revised: _____

Class Title: Manager of Special Districts and Programs Division

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Plans and directs special district and program efforts within the Department of Development. Administers complex program requirements of the federal, state, and local empowerment zone and enterprise zone. Formulates and develops strategic, business and special development of minority and disadvantaged businesses. Monitors research and analysis for business development activities in designated federal, state, and local empowerment, enterprise and HUB zone areas. Assists the Director of Development with special programs.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Plans and directs special districts and programs by directing the implementation of special programs to benefit small, minority, and female owned businesses in partnership with federal, small and disadvantaged business development specialists, providing one-on-one business counseling with small businesses, minority businesses and women-owned businesses concerning financial and technical program assistance, and providing development activities for businesses located in the federal, state and local Empowerment, Enterprise and HUB zone areas.
2	L	Coordinates training by planning special training and seminars for continuous professional educational development for CPA's, the banking community and real estate community.
3	S	Provides information to businesses and promotes programs by developing, writing and communicating the advantages of special districts and programs, tax credits and tax incentives at the federal, state and local levels, and disbursing technical requirements for compliance with the special districts qualification criteria.

Adopted: September 2001 , Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Over three years experience.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read instructions, legislation, and technical manuals.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, calculus, and algebra.
Writing	Work requires the ability to write correspondence and promotional materials.
Managerial	Managerial responsibilities include developing and managing programs.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee.

Adopted: September 2001 , Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, filing, meetings, customer service, training, seminars
Sitting	F	Computer, desk work, answering telephone, meetings
Walking	F	To/from office equipment, to/from meetings, to/from various departments and agencies
Lifting	R	Office supplies, files, folders, reports
Carrying	O	Office supplies, files, folders, reports
Pushing/Pulling	N	
Reaching	R	Office supplies, files, folders, reports
Handling	F	Office supplies, files, folders, reports
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	R	Filing in file cabinet drawer
Crouching	R	Filing in file cabinet drawer
Crawling	N	Filing in file cabinet drawer
Bending	R	Filing in file cabinet drawer
Twisting	R	Filing in file cabinet drawer
Climbing	R	Stairs
Balancing	N	
Vision	C	Computer, desk work, reading, filing, training, seminars, customer service, driving
Hearing	C	Telephone, staff, supervisor, federal agency personnel, meetings, training, seminars, customers
Talking	F	Telephone, staff, supervisor, federal agency personnel, meetings, training, seminars, customers
Foot Controls	F	Driving
Other (specify)	N	

Adopted: September 2001 , Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, Standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	N
Other (see 3 below)	N

(3)